

Approved For Release 2005/08/24 : CIA-RDP62-00939A000100060021-2

CONFIDENTIAL

MINUTES

Division Training Officers Meeting

12 November 1954

ATTENDANCE:

1. Use of New Training Request. Attention was called to the fact that course titles are not listed on the new form but are to be filled in when the form is submitted. Old copies of the Request for Training will not be accepted after 29 November. These new forms are also to replace the white forms previously used for internal language training. Individuals must have the language section approved by a language instructor before the form will be valid. The first page of the Request may or may not be filled in before the individual goes to the Language Training Division for approval. It was pointed out that the Non-OTR Sponsored Self Study Enrollees means that no minimum number of hours is set for laboratory drill; OTR Sponsored means that a minimum number of hours will be set by the instructor for self study. TSS courses will also be included on this form. The same set of forms may be used for one individual taking several types of training providing sufficient number of copies is submitted.

It was requested that the Career Designation be marked in red pencil in the upper right-hand corner of the Training Request.

It was also requested that under Signature of Requesting Official that name and title of Official be typed in below space for signature.

2. Course. There will be a one-week Course offered at Maxwell Field monthly beginning in January. Division Training Officers were requested to make a survey to see if they have any requirements for this course and so inform the Chairman of the committee.
3. OB Course. The course for 29 November has been cancelled due to lack of space and an instructor.
4. Admin Refresher Course. OTR, announced that this course is for persons who have a knowledge of administrative matters but merely need to be brought up to date on current practices. This course begins 29 November. Registration is low.

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JOB NO. BOX NO. FLD NO. DOC. NO. NO CHANGE
 IN CLASS/ DECLASS/ CLASS CHANGED TO: TS SIC RET. JUST. 22
 NEXT REV DATE DATE REVIEWED TYPE DOC. 03
 NO. PGS 2 CHECKED DATE ORG COMP ORG CLASS
 REV CLASS REV COORD. AUTH: HR 70-3

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The possibility of including T/O and Wage and Classification lectures in some course was mentioned. It was felt that a lecture on how to set up a T/O would be for higher grade levels and could be included in the Management Course. The subject of Wage and Classification could be taught in the Operational Support course.

The question was raised as to whether another Admin course could be offered in January. It was felt this could be done if there is a requirement for it. Training Officers are to check in their Divisions to see if there is such a requirement.

5. Procedures for handling evaluations. Attention was again directed to the fact that people who do not have a need to know are seeing evaluations. Personnel Files were mentioned as a possible source of this information. The Chairman, CSTC, will write a memorandum to check on this situation.
6. Pre-testing registration. There are still too many people registered for pre-testing the last Friday before a course begins. Quotas have now been set up for Divisions, and if these are adhered to, this situation should improve.
7. Medical Screening [] This matter still has not been completely settled. For the present time a list will be sent to the Medical Office before the deadline for course registration in order to give them a head start in checking. They will inform the Registrar's office of anyone not physically fit, who will in turn inform the Staff Training Office who will inform the Division Training Office.
8. Quota Fulfillment. It was pointed out that it is almost the end of the first quarter for the 5% quota. If Divisions have not met their 5% this quarter, it will be possible for them to go over 5% in the next quarter and thus level off their percentage enrollment.
9. Division quotas for oversubscribed courses. Quotas should be rigidly adhered to and alternates listed according to the memorandum sent out to Divisions.
10. Catalog of Training. The Catalog will be out about the middle of December. Division Training Officers are to notify the FI Training Office as to the number of catalogs needed for maximum headquarters distribution. Number of copies for Field distribution will be the same as in the past.
11. Cumulative Training Record form. The present form is being revised. It was again suggested that these forms originate in the Division Training Offices instead of the Staff Training Office. Training Officers will discuss this with their Division personnel offices and be prepared to reach a decision regarding this matter at the next meeting.

12. []

to do. He suggested that TSS give a one-week course and eliminate giving only two days of training. It was the consensus of opinion that this would be the best thing to do.

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